

Directions:

Evaluate the student by entering the appropriate number to indicate the degree of competency.

Rating Scale (0-6):

- 0 No Exposure** – no experience/knowledge in this area; program/course did not provide instruction in this area
1 Unsuccessful Attempt – unable to meet knowledge or performance criteria and/or required significant assistance
2 Partial Demonstration – met some of the knowledge or performance criteria with or without minor assistance
3 Knowledge Demonstrated – met knowledge criteria without assistance at least once
4 Performance Demonstrated – met performance criteria without assistance at least once
5 Repetitive Demonstration – met performance and/or knowledge criteria without assistance on multiple occasions
6 Mastered – successfully applied knowledge or skills in this area to solve related problems independently

0	1	2	3	4	5	6	A. Describe and demonstrate professional behavior, adherence to ethical and legal standards, and roles and functions of health care assistants	Notes:
							1. Describe the characteristics and issues in the health care industry.	
							2. Demonstrate qualities and traits of health care assistants.	
							3. Apply the ethical and legal standards of the health care industry.	
							4. Identify health care career opportunities.	
							Other:	

0	1	2	3	4	5	6	B. Demonstrate professional interpersonal and communication skills	Notes:
							1. Communicate effectively with clients, co-workers, and the public.	
							2. Chart procedures and observations.	
							3. Utilize medical terminology.	
							4. Convert U.S. customary measurements to metric measurements.	
							Other:	

0	1	2	3	4	5	6	C. Explain and demonstrate occupational safety procedures	Notes:
							1. Maintain safe environment for clients, workers, and public.	
							2. Use appropriate body mechanics.	
							3. Follow emergency procedures for fire and other disasters.	
							Other:	

0	1	2	3	4	5	6	D. Explain and demonstrate microbiological growth and infection control procedures	Notes:
							1. Describe growth and control of microorganisms.	
							2. Practice medical aseptic techniques.	

								3. Practice techniques for prevention and control of communicable diseases.	
								Other:	

0	1	2	3	4	5	6	E. Identify and describe the functions and structures of systems of the body	Notes:
							1. Describe the body anatomically.	
							2. Explain the organizational structure of the body from the simple to the complex.	
							3. Identify the structure of the skin and its appendages.	
							4. Explain the functions of the skin and its appendages.	
							5. Identify the structures of the digestive system.	
							6. Explain the functions of the digestive system.	
							7. Describe nutrition and its relationship to good health.	
							8. Identify the structures of the musculoskeletal system.	
							9. Explain the functions of the musculoskeletal system.	
							10. Identify the structures of the cardiovascular system.	
							11. Explain the functions of the cardiovascular system.	
							12. Identify the structures of the respiratory system.	
							13. Explain the functions of the respiratory system.	
							14. Identify the structures of the nervous system.	
							15. Explain the functions of the nervous system.	
							16. Identify the structures of the sensory system.	
							17. Explain the functions of the sensory system.	
							18. Identify the structures of the endocrine system.	
							19. Explain the functions of the endocrine system.	
							20. Identify the structures of the urinary system.	
							21. Explain the functions of the urinary system.	
							22. Identify the structures of the reproductive system.	
							23. Explain the functions of the reproductive system.	
							Other:	

0	1	2	3	4	5	6	F. Identify the changes and needs at different stages of life	Notes:
							1. Identify the physical, mental, and social changes that occur at different stages of life.	

								2. Identify basic human needs.	
								3. Assist the dying client in meeting his/her psychological, spiritual, and physical needs.	
								4. Incorporate acceptable techniques when caring for the confused client.	
								Other:	

0	1	2	3	4	5	6	G. Demonstrate measuring vital signs and administering standard medical emergency procedures	Notes:
							1. Measure vital signs (temperature, pulse, respirations, and blood pressure).	
							2. Administer cardiopulmonary resuscitation (CPR) techniques and Heimlich maneuver.	
							3. Identify special considerations related to oxygen therapy.	
							Other:	

0	1	2	3	4	5	6	H. Demonstrate leadership competencies	Notes:
							1. Demonstrate an understanding of SkillsUSA-VICA, its structure, and activities.	
							2. Demonstrate an understanding of one's personal values.	
							3. Perform tasks related to effective personal management skills.	
							4. Demonstrate interpersonal skills.	
							5. Demonstrate etiquette and courtesy.	
							6. Demonstrate effectiveness in oral and written communication.	
							7. Develop and maintain a code of professional ethics.	
							8. Maintain a good professional appearance.	
							9. Perform basic tasks related to securing and terminating employment.	
							10. Perform basic parliamentary procedures in a group meeting.	
							Other:	

****NOTE:** These competencies are addressed in the **Missouri VICA Curriculum Guide** lessons.

NOTE: All students should complete the Core Competencies for Health Care Assistants listed on this competency profile folder. Students would then select an emphasis area (Pharmacy Aide, Dental Aide, Home Health Aide, etc.) for further study. The selected emphasis area competencies could be inserted inside this competency profile folder. Students who wish to be Certified Nurse Assistants must study the mandated *Nurse Assistant in a Long-Term Care Facility* curriculum. The competencies are included in that curriculum. A copy of the completed competencies could be inserted in this competency profile folder.